



*Embassy of the United States of America*

April 20, 2016

U.S. Embassy Vilnius  
Akmenų 6, Vilnius  
LT 03106, Lithuania

Dear Prospective Quoter:

SUBJECT: Solicitation Number SLH50016 Q 0004

The Embassy of the United States of America invites you to submit a quotation for Painting services for U.S. Embassy Vilnius.

Enclosed is a Request for Quotations (RFQ) for Painting services. If you would like to submit a quotation, follow the instructions in Section 3 page 34 of the solicitation, complete the required portions of the attached document and attachment 2 - Pricing Matrix. Please fill out only column E in 3 tabs provided in Pricing Matrix. Submit all documents to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov)

Quotations are due by COB May 6<sup>th</sup>, 2016.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price.

The Embassy will conduct a ***pre-quotation conference/site visit*** on **April 28<sup>th</sup>, 2016, 10:00 a.m.** at U.S. Embassy Vilnius, Akmenų 6. All prospective quoters are invited to attend and must email the names of attendees and their company name to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov) by April 27<sup>th</sup>, 9:00 a.m. to arrange entry to the building. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to inbox [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov) Monday-Friday between 8:00 a.m, and 5:00 p.m.

Sincerely,

Kelli Ketover  
Contracting Officer